

GRADED READINGS
IN
GREGG SHORTHAND



ALICE MARGARET HUNTER

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4-5 -
1-8 -

- 93

- 95

19.20

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A. Behrman
Hilton
N.Y.
Morris Co

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Graded Readings in Gregg Shorthand

By ALICE MARGARET HUNTER

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INTRODUCTION

GRADED READINGS is a collection of graded letters and short stories and articles designed to supplement the GREGG SHORTHAND MANUAL. It is especially adapted for use in Junior high schools and with classes of younger students, though it is believed that the book will meet the requirements of any shorthand class, and that it will add value, interest and variety to the work.

Shorthand teachers have long recognized the need for simple, interesting well-graded reading material which could be used from the very beginning of the work. GRADED READINGS will meet this need.

The material on the first three lessons consists of short paragraphs. Simple letters are introduced in Lesson Four, and Lessons Four and Five are a combination of shorthand paragraphs and easy letters. The material on Lessons Six to Ten inclusive is made up wholly of easy business letters. In Lesson Eleven simple literary matter is introduced, and the material from this point on through Lesson Twenty is a combination of business letters and literary matter.

There are six pages of shorthand on each lesson in the MANUAL. The shorthand plates on the first five lessons are written in a large, bold style, as it is believed that this is much easier for beginners to read, as the forms stand out much more clearly and consequently make a deeper and more lasting impression. Smaller notes have been used from Lesson Six on to familiarize the student with the proper writing size.

The material on the first lessons is necessarily very simple in character on account of the limited vocabulary. The introduction of shorthand in the grades and in Junior high schools has created a demand for some material of this kind and older students will readily understand the necessity and the advantage of simple, connected matter in the early stages of the work.

Names and addresses are introduced in some of the letters in Lesson Four, and from Lesson Seven on the names of states are used. As the shorthand form in most cases follows the longhand abbreviation, students will have no difficulty in reading these state names and their introduction makes it possible to assign the letters for exercises in transcription and arrangement as soon as the students are far enough advanced in typewriting to do the work.

The method in which this book is used must be determined by the needs of the class and the time at the teacher's disposal. In some schools it will be used as supplementary reading work, one period a week being devoted to it. It may be used either for sight reading or assigned as home work for class reading and dictation material. The material will be found well adapted for blackboard dictation, either as new or practiced matter.

In classes where the conditions make possible little or no outside preparation, GRADED READINGS will be particularly welcomed by the teacher, as it is in these classes that it is difficult to hold the pupils' interest and to show them that they are progressing from day to day. It is always a great source of encouragement to students to find that they are able to read fluently, and particularly that they are able to read and write simple letters and simple connected matter long before they have completed their study of the principles.

Some teachers believe that more can be accomplished in both reading and writing shorthand by having students do much reading and little writing practice during the first few weeks. Correct forms are firmly fixed through reading. The simple characters are memorized and the rules for joining them become familiar to the students by seeing them applied in many simple words. The exponents of the theory believe that when students begin to write after a few weeks they do so readily, and that their initial writing is much better both in style and in theory. This method of course necessitates a period of intensive writing drill when writing is once begun.

Sample pages of GRADED READINGS have been used in the public schools in Columbus, Ohio, and in Oakland, California, with classes of young students with gratifying results. They have been used with older pupils in the Bushwick and Julia Richman High Schools and in the War Emergency Courses, New York City, and in Gregg School, Chicago. We believe that the completed book will find a place of its own in classes in Gregg Shorthand and that its use will mean more rapid development in both the reading and the writing ability of shorthand students.

The selections on commercial products are based on "Industrial-Commercial Geography of the United States," by L. C. Rusmisl (The A. N. Palmer Company), and the sketches of the lives of prominent Americans on material found in "The Makers of Our History," by John T. Faris (Ginn and Company).

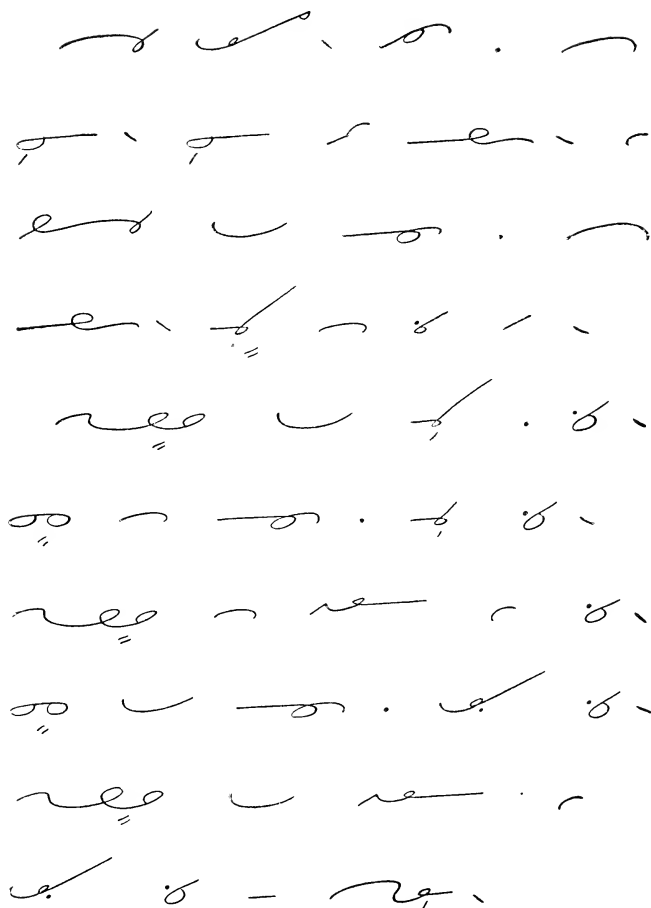
The fables used from Lesson Eleven on were adapted from Æsop's Fables. Acknowledgment is also due Mrs. J. P. Peterson, Humboldt College, Minneapolis, Minnesota, for "A Vacation Trip," on which the geographical drill in Lesson Twenty is based.

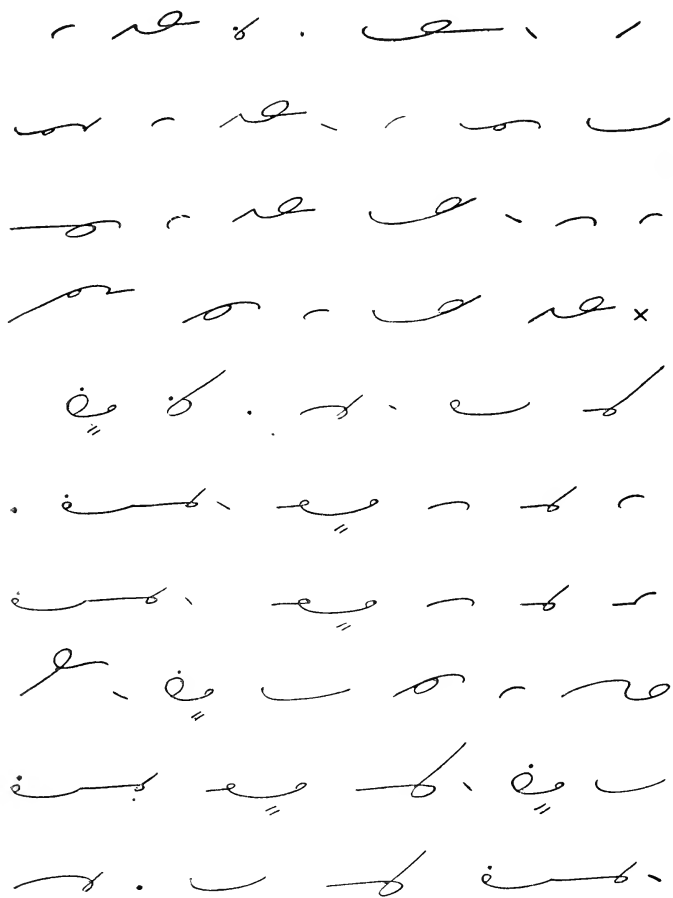
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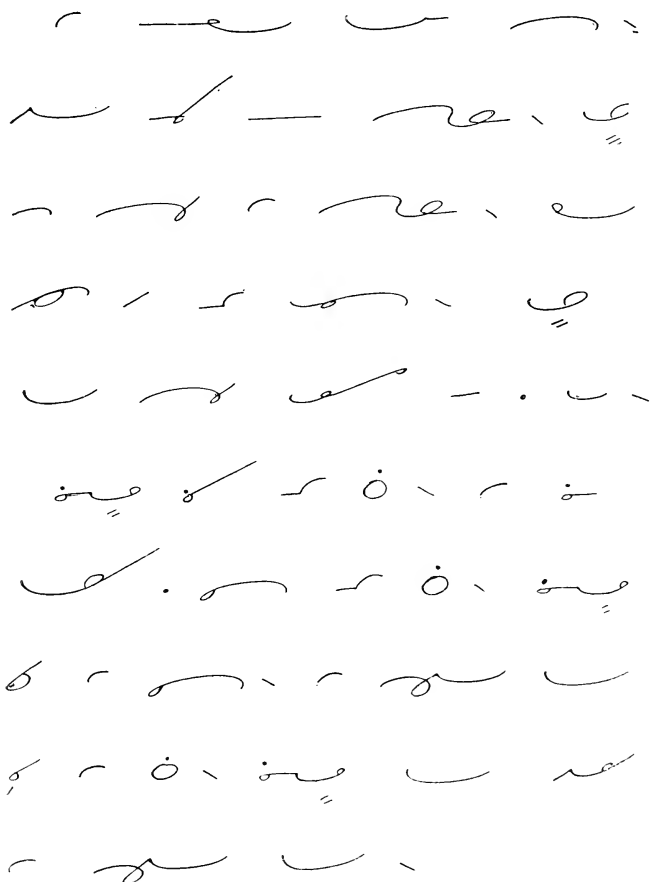
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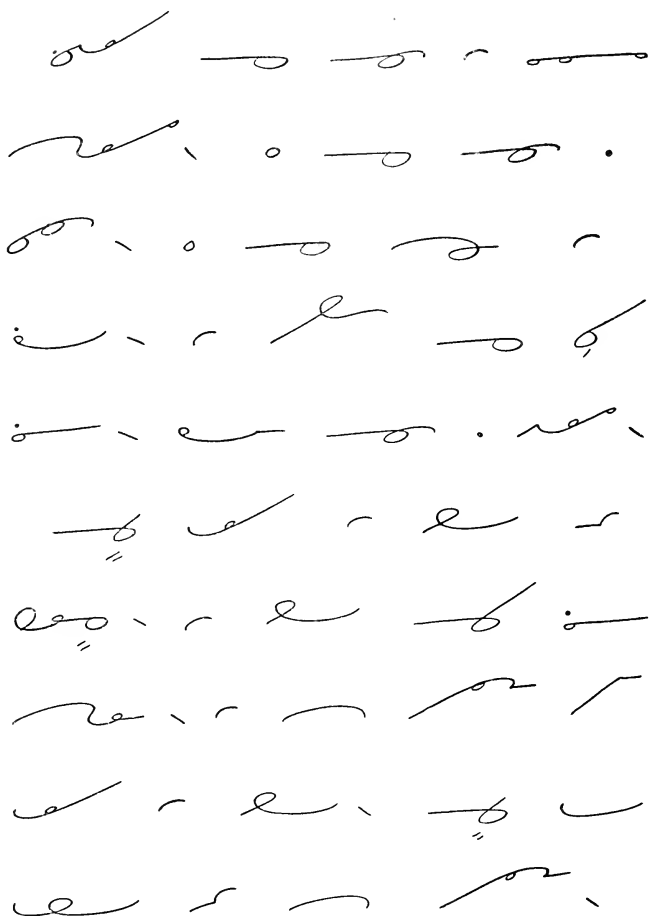
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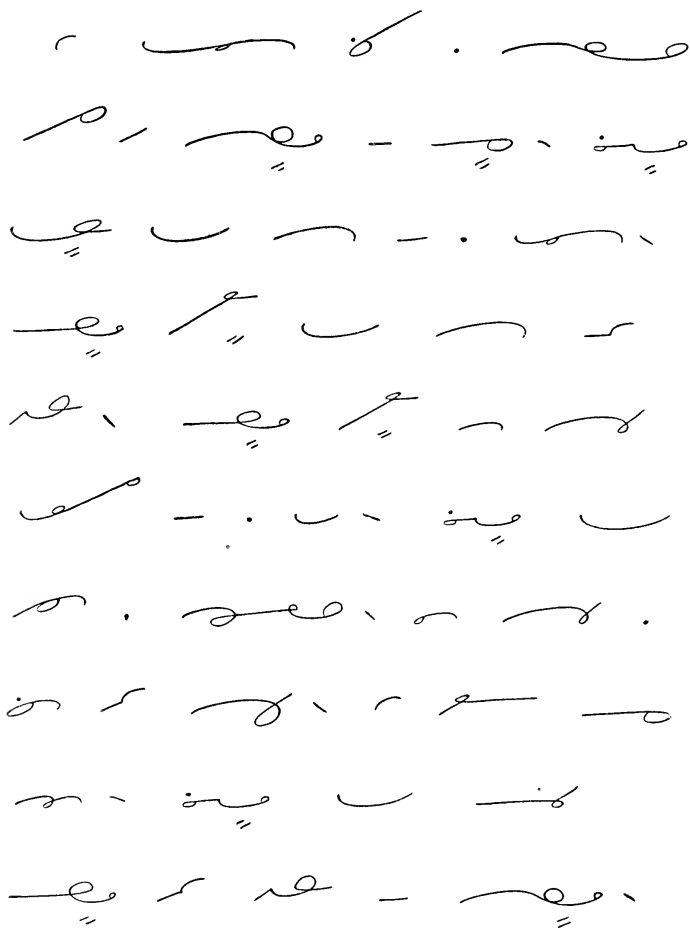
FIRST LESSON











. e p u o r
 z u i n
 o r z e r e o
 e r - r f
 g u o r o
 . n u d .
 p o r e p
 o u i e f
 n u d r e
 u n o . f

33f

SECOND LESSON

1. 1. 1. 1. 1.
 2. 2. 2. 2. 2.
 3. 3. 3. 3. 3.
 4. 4. 4. 4. 4.
 5. 5. 5. 5. 5.
 6. 6. 6. 6. 6.
 7. 7. 7. 7. 7.
 8. 8. 8. 8. 8.
 9. 9. 9. 9. 9.
 10. 10. 10. 10. 10.

o 2 2 f u r .
 y - u e u r
 i . h . j . o o 2 f
 . h f r - l h .
 f u o . o r .
 i - r . o f 2
 - h e i i
 e r r . i u y
 e f r r f
 f (r -) i .

j, r f y ~
 o. 2 l g s. i. i.
 y b r o. ~
 ~ s. l g i. ~
 ~ o j, r b.
 i () f ~ y i
 b - . ~
 f ~ d) l g r
 ~ ~ s ~ d
) f. ~ d l y.

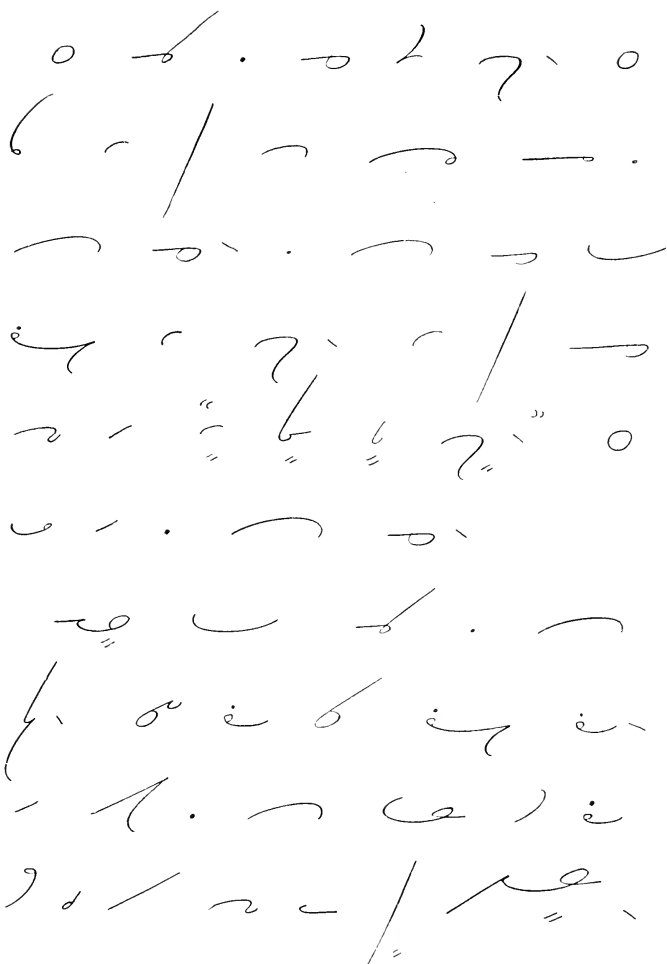
a g f r s
 l o o g y b
 c f - d g f -
 g - f e.
 c o . l s u
 o a (o - . l
 y b - g f f
 n - n - c l
 - 2 - u o b
 g - y l - . b

. 2 6 y ~
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 . e - h g u
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 f. e y - d e
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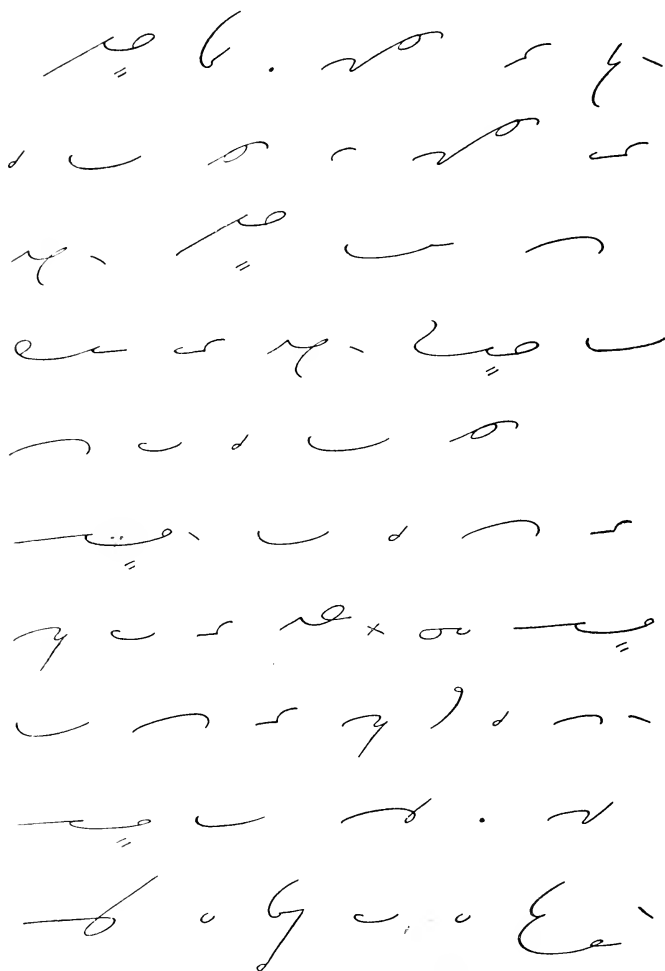
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THIRD LESSON



. c e L . i 1
 . e d . o o e .
 - f 1 e o p .
 - 2 u { n p
 - b - b y l r
 - o - 2 1 b i y
 - b - 1 o o . r
 - 1 - 2 o b . y
 L 2 - r 1 b .
 - 2 - b - y -

b g u r e
 c s u e . l
 o r i e h e
 p u b e r
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 e . { o r l
 r / u s . s
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 l e y s
 e r e



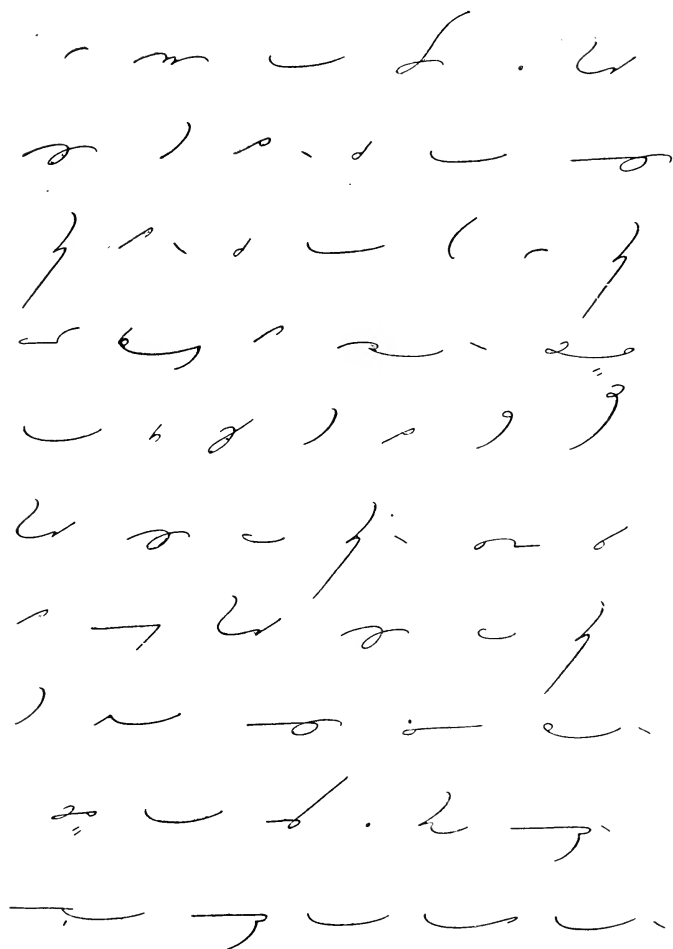
THE BALL GAME

i r r " c h ! c
 h ! " r r z f u
 c . r r " o
 b r i r r f i
 f u f i r r
 " f y r f i r i
 r u c u r y
 u r " r r i c
 r) c u r r

h - f a i . i r r
 " " ! -) f ! "
 f r r r h
 r r r r r
 2 r r r r
 i o b r 2
 f r r . f h
 r r h r f
 r y r y . r r
 r r r y -

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FOURTH LESSON



n e u . . l
 n y t u a u
 e - z r . -
 n y t x d - r
 - t - . l p f
 - - - - i
 { - e x o e . e)
 - z e . o o -
 i e t r - u
 y u i r i -

THE PONY

p b . e b n
 p b e i . t e
 g i (l g i -
 b e l i r
 b . b o i r
 b . t y - . i
 s l r b o y r
 b o i . t w l
 r b b b e i

The young men
 brought their
 silver and gold
 vessels and
 ornaments
 and their
 wives and
 children
 and their
 servants

BUSINESS LETTERS

1. *— — — — —*
— — — — —
— — — — —
— — — — —
— — — — —
— — — — —
— — — — —
— — — — —
— — — — —

4x - 10 = 1

— — — — —

2 - x 9 m r y

1-1-6-7

24 2 - ✓ U 6 2

— x o 7 3 1 2

c. l. m. 9 g.

7-2-

255

FIFTH LESSON

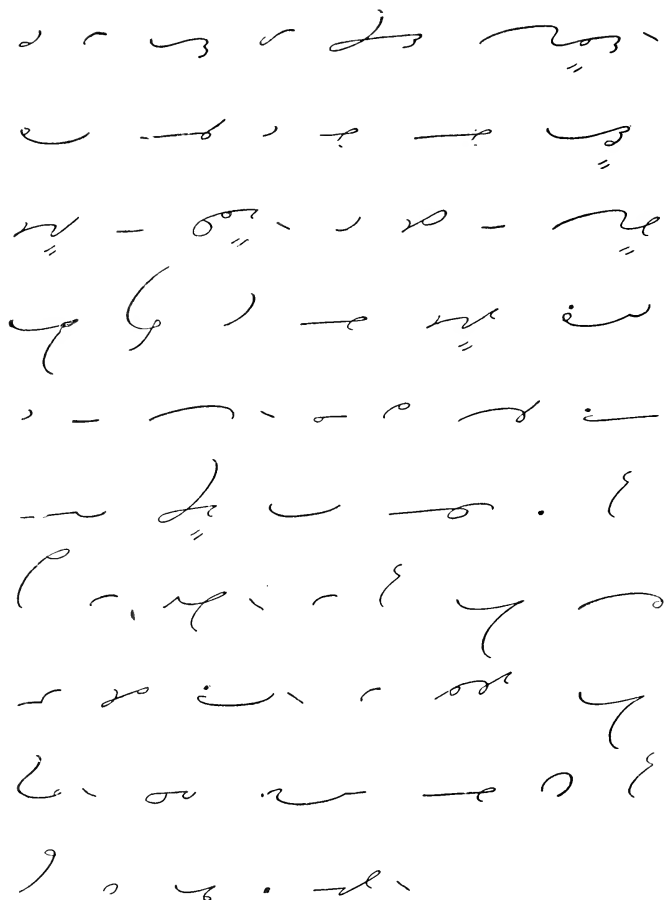
o / r s . e g
 h n . o g i - r -
 n o o l . g . g i e
 - o d l l o l o
 c g i b .

e r e u e g . f
 e s g e i n d . o
 b . b e r e . r e
 d n e . e . g e
 e r b .

e e y , c . . l
 t e n - - e
 u o . { P - e
 n - - e - e e
 e u . e - d u
 e . e e e "e"
 - e u - o .
 e e e e e e
 o e e e e
 n e - - e -

A TRIP

a E — f h —
 o . — r i e —
 1 o — o — u e —
 r f — h e . .
 r b e — o —
 l i (— n 2
 1 1 t — t e
 n) . e r b .
 t e — 1 o — e



BUSINESS LETTERS

3. — $\frac{d}{dt} \left(\frac{\partial L}{\partial \dot{x}} \right) = \frac{\partial L}{\partial x}$

$L = T - V$

$T = \frac{1}{2} m \dot{x}^2$

$V = \frac{1}{2} k x^2$

$\frac{\partial L}{\partial \dot{x}} = m \dot{x}$

$\frac{d}{dt} (m \dot{x}) = m \ddot{x}$

$\frac{\partial L}{\partial x} = -kx$

$m \ddot{x} = -kx$

$\ddot{x} + \frac{k}{m} x = 0$

$x(t) = A \cos(\omega t + \phi)$

$\omega = \sqrt{\frac{k}{m}}$

A, ϕ are constants determined by initial conditions.

4. — i e r e b e o /
 r r . b e s b / — o
 f . b e d d s / r e r
 d o e i r y d d r
 o b e e s e d e
 a r r s r x e /
 — r x x / — r / —
 b / — x e r r / —
 s x r e / . y e r o
 g . e e e e i r
 . b e r s e r e e
 — e e i

471

SIXTH LESSON

BUSINESS LETTERS

5

6

7. / o i o o p b . d i
 r p . , s n . n i { l
 - h L x o . 7 o o b / {
 -) i . h n o d . e e .
 o) ~ / 7 e . i - b
8. / e u .) . h L h 3 o
 b o - - o o b - b v
 o y 2 x o 7 n . h -) e
 (- L 9 y o) - o 3 . e
 e n e L) . h e . e p
 y o d . - e b L 7 - d
9. / e o ! . e e n -
 f - b . x o b n o n

n a o e , n . n . } er
 / . . u b h l e s s o
 y . l d k o u h r
 . u e . . u b r

10.

T h l y - y - g
 n o o e h n .
 n e , n o l , a r
 . h y h e u n i . o
 b e s n t u o n
 h p n e s . u d
 y s n i l h

11.

/ . . o b .) . b n h
 l u b o n b g o a

f m.) o v. b m. l
 l p. m. g v. l f m
 l m. l m. l y e m
 l b m. f. m. m. m.
 l y m. m. x p. l. m.
 m. l f m. l
 12. f m. l b m. l
 m. m. m. l. m.
 m. l. l m. m. l
 m. m. m. l m.
 m. m. m. m. m.
 m. m. m. m. m.
 m. m. m. m. m.
 m. m. m. m. m.

n r e b } u z . v p p . u
 o n o . n y z o c
 u e i i i

13. — f e r t o o b . u
 s r p r — b o v d . u
 s . x . u . e — l i x n d
 v n — d x a n b , o x
 v e v o b) d . e a) x
 / o b — d x o d o o o
 e d b r 9 b — — d .
 r e . v o i o r x o b o . —
 o v ? — d . f .) n ?
 i n . v p r . l i x b

14. *the most de-
 served in
 our country
 is the one who
 has the most
 power to do
 the most good
 in the world.
 The only way
 to get the best
 of the world
 is to be the best
 of the world.
 The only way
 to be the best
 of the world
 is to be the best
 of the world.*

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SEVENTH LESSON

BUSINESS LETTERS



15. *1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 32 33 34 35 36 37 38 39 40 41 42 43 44 45 46 47 48 49 50 51 52 53 54 55 56 57 58 59 60 61 62 63 64 65 66 67 68 69 70 71 72 73 74 75 76 77 78 79 80 81 82 83 84 85 86 87 88 89 90 91 92 93 94 95 96 97 98 99 100*

17. / e e e e / e e e
 o n o . n b - e v l b
 e . g . s o n t e a s
 - l b . e e e e . f e
 s o . y b - n e s
 . n b s o l e s e
 n s f . e e e l b l j
 n d - e l l l - l b
 d s - e - g e b
 - l o o d l l - y e
 f e s l b - h e e . f
 g - l e e n e - o b
 o y e e l b - e

19. — e l a r e d b t n . —
 s s i t u r a n i s s
 i g u a e n o b o s
 h r . d l o f i g u —
 s s l . d l . n — b
 o s i n e h e f n
 e o f , u l , —)
 f n u — a o b f
) — (o o d f —
 s e , n i e u l .
 d y — u p ,) , (o u
 s s f n — a) —
 i g u d e n h n x b

BUSINESS LETTERS

21.

22.   s o s t u y x) - n -
 e . e (h m a n x r d ,
 n) e (-) s / u m -
 n . n u t h i s p o r a)
 s s u o n) , (s - a
 i n r h a - o - d) ,
 b n . n - z b - n b
 u s t f) . r / p o r
 n d . s) - n - b
 i s - n b y f i - i n o)
 - s s s s (s - s n
 u s . s i a g a n o n
 - o o y s f i s . s x b

[illegible]

25. — / 10 6 6 7 — — —
 Ca. — 2 2 2 2 — — —
 16. Ca 2 2 2 2 — — —
 17. — 2 2 2 2 — — —
 18. — 2 2 2 2 — — —
 19. — 2 2 2 2 — — —
 20. — 2 2 2 2 — — —
 21. — 2 2 2 2 — — —
 22. — 2 2 2 2 — — —
 23. — 2 2 2 2 — — —
 24. — 2 2 2 2 — — —
 25. — 2 2 2 2 — — —
 26. — 2 2 2 2 — — —
 27. — 2 2 2 2 — — —
 28. — 2 2 2 2 — — —
 29. — 2 2 2 2 — — —
 30. — 2 2 2 2 — — —

NINTH LESSON

BUSINESS LETTERS

27.

[illegible]

30. / . . y r l e u e n
 r o r t t n - m . p o .
 u l . y i i l - e s i
 x r l a h . o s " r o n n a
 / z h i s l e u s f - f -
 n i d l o e s e o o z
 - i n l e - r o - e e r
 e n l r p p o u y " o b o v
 j a n h n a e s l l a h
 j . n z l . e o o - r y
 l m - r o - l d m o o
 r b l d - i n i e n r o
 i o n n ! o n . d h n l x e
 i y e r - r - e u l p
 o h l d o e r - l

31. *the first of the*
century was a
time of great
change and
development.
The first of the
century was a
time of great
change and
development.
The first of the
century was a
time of great
change and
development.
The first of the
century was a
time of great
change and
development.

32. — l y u e l r e
) l . n . (s m p . r . n . l
 o l l u , s - l r d l
 l e l m o r o . n .
 e d l f l e a n e l e u r
 — t w . r . n . t . — l e
 l e t . n . l s l t e w
 n t o . r . n . — n p . l y .
 r e n d s e l e . t l
 o . n . n e l o l e . n . r
 o n . n e . l e a n .
 l o . d l d n . n . e s
 l y , n e l e s . t . o l
 h t o l e o r o r o .
 l o l e o r o r o .

BUSINESS LETTERS

33.

34. / - o o r y - z o u
 1. e l g o d o u e e
 e e e e - l u e b h e
 u l r e e (l u e)
 . h e l o x e b r e u
 . l l m n g l e u e
 . h o l y e e d p l e
 u l e o l r k - l l)
 u (e e e b - e) u - m
 e e e e l l l) s .
 e l e l l l l l l l l l
 e l l l l l l l l l l l
 e e e e e e e e e e
 e e e e e e e e e e
 h e e e e e e e e e

36. / 9 . 3 u - m 4 / n u f r
 9' 1 . u u 6 e u - m u /
 u - 6 / 8' / 29 / 30 - m ,
 . 2 1 9 - 6 0 7 { - . u u
 2 3 2 4 5 6 7 8 9 u u
 u - m . 1 . 2 6 - - u u u -
 / e u 9 . 2 e m u f r
 / 2 u 1 2 u = u . u / u
 . 4 u . 3 / 4 u . 5 , - 6
 / 2 e u 2 0 6 . 0 6 .
 3 u u 4 . 2 e . e u u
 u m 9 . 1 . u i t y e
 - . u u u 4 . 1 2 0 u u u
 0 2 0 1 6 / 1 0 m u u u
 a u 4 / 5 u . u u b

37. *— f e s e / s d l n*
— e s n e l d n o y o e e l
o l) e e r s e e e
g e e /) e f e e n
e l m e l e e n n e
e e . e y l e e e e e
d / (e - 1910 e g e p 18 -
(e e e e e e e)
e e e e e e e e e e
e - e e 75 - e e e e e
e e e e e e e e e e
e e e e e e e e e e
e e e e e e e e e e
e e e e e e e e e e
e e e e e e e e e e

ELEVENTH LESSON

BUSINESS LETTERS

39. *f m o { ~ 2 9 (*
p e p . 7 ~ r ~ s ~ n
~ - 6 x - o u r e) 3⁵⁰
1 - 5 ~ 1 3²⁵ ~ 1 6 ~ .
(e s . 50 ~ 1 ~ 5 ~ 1 ~ ,
(9 ~ , 1 6 ~ 2 ~ 3 /
r ~ r ~ 3 / 1 ~ 1 ~ 1 ~ .
1 ~ 1 ~ 6 1 ~ 6 a ~ o ~
6 ~ 3 ~ e p ~ 7 ~ e ~ 1 ~
p . 2 ~ 1 ~ 9 ~ 6 ~ 1 ~ 2 ~
~ 6 2 ~ 7 ~ r ~ r ~ r ~ 3 /
p . 7 ~ 2 ~ 1 ~ 2 ~ 1 ~ 6
g . 7 ~ 2 ~ 1 ~ 2 ~ 1 ~ 6 ~
~ 2 ~ 1 ~ 2 ~ 1 ~ 2 ~ 1 ~

[illegible]

THE DOG AND HIS SHADOW

. 6. - , . 6. - 4 m.
 . ne (- . - . - . - .

THE CROW AND THE PITCHER

.

THE HARE AND THE TORTOISE

i e s p r s) (e e
 b e e . . p . i e r
 e 2 . h s r h e h r
 - b . /) n - m - r g s
 e e 2 d . b - s s s s r
 - s e - . s e e . e
) o e . r p (r s 2 e p
 r s - e e - s r -
 i e s . 2 i p e e g o s e
 e - s - ^{off} s s 2 . b o s s
 b r s / o p r) - (s s
 r x o e r) r s e) g
 i e -) r r p 2 s r e
 e r e r 2 -

THE LION AND THE MOUSE

. 1 2 3 4 5 6 7 8 9 10
 11 12 13 14 15 16 17 18 19 20
 21 22 23 24 25 26 27 28 29 30
 31 32 33 34 35 36 37 38 39 40
 41 42 43 44 45 46 47 48 49 50
 51 52 53 54 55 56 57 58 59 60
 61 62 63 64 65 66 67 68 69 70
 71 72 73 74 75 76 77 78 79 80
 81 82 83 84 85 86 87 88 89 90
 91 92 93 94 95 96 97 98 99 100

TWELFTH LESSON BUSINESS LETTERS

42. b h n o r e g e - r
 - e e e e e e e e e e e e e e e e
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THE GOOSE WITH THE GOLDEN EGGS

The goose with the golden eggs
 was very rich and very
 happy. He had a very
 large house and many
 servants. He had a very
 large garden and many
 flowers. He had a very
 large pond and many
 fish. He had a very
 large stable and many
 horses. He had a very
 large kitchen and many
 cooks. He had a very
 large hall and many
 guests. He had a very
 large room and many
 beds. He had a very
 large garden and many
 flowers. He had a very
 large pond and many
 fish. He had a very
 large stable and many
 horses. He had a very
 large kitchen and many
 cooks. He had a very
 large hall and many
 guests. He had a very
 large room and many
 beds.

BENJAMIN FRANKLIN

By the way, I have been thinking
 of writing you a long time, but have
 been so busy that I could not find time.
 I am now in the city, and I am
 very busy, but I will write you
 as soon as I have time. I am
 very well, and I hope you are
 the same. I am, your friend,
 Benjamin Franklin

COTTON

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THIRTEENTH LESSON

BUSINESS LETTERS

45. 

[illegible]

[illegible]

THE FOX AND THE CROW

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THOMAS JEFFERSON

Handwritten notes in Tamil script, likely related to the subject of Tamil literature or language.

SILK

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FOURTEENTH LESSON

BUSINESS LETTERS

47. *My dear Sir,*
I have the pleasure to
acknowledge the receipt of
your letter of the 10th inst.
in relation to the
order for the purchase of
the goods specified therein.
I am sorry that I cannot
comply with your request
at this time, but I am
very sorry to hear that
you are having trouble
with your business.
I am sure that you will
be able to get it all right
in time.
I am, Sir, very respectfully,
Your obedient servant,
J. H. Smith

[illegible]

THE OLD MAN AND HIS SONS

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BUSINESS LETTERS

50.

[illegible]

THE POWER OF FABLES

. It is a very old story. So,
 the king was very angry. He
 said to his servants, "I have
 heard that you are all very
 clever. I want to see if you
 are as clever as you say you
 are. I have a puzzle for you.
 If you can solve it, I will
 give you a reward. If you
 cannot, I will punish you.
 The puzzle is this: A man
 has a horse and a cart. The
 horse is very strong. The
 cart is very heavy. The man
 wants to go to the market.
 But the horse is so strong
 that it cannot pull the cart.
 The cart is so heavy that
 the horse cannot pull it.
 How can the man get to the
 market?"

JOHN QUINCY ADAMS

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SIXTEENTH LESSON

BUSINESS LETTERS

53. 1. 2. 3. 4. 5. 6. 7. 8. 9. 10. 11. 12. 13. 14. 15. 16. 17. 18. 19. 20. 21. 22. 23. 24. 25. 26. 27. 28. 29. 30. 31. 32. 33. 34. 35. 36. 37. 38. 39. 40. 41. 42. 43. 44. 45. 46. 47. 48. 49. 50. 51. 52. 53. 54. 55. 56. 57. 58. 59. 60. 61. 62. 63. 64. 65. 66. 67. 68. 69. 70. 71. 72. 73. 74. 75. 76. 77. 78. 79. 80. 81. 82. 83. 84. 85. 86. 87. 88. 89. 90. 91. 92. 93. 94. 95. 96. 97. 98. 99. 100. 101. 102. 103. 104. 105. 106. 107. 108. 109. 110. 111. 112. 113. 114. 115. 116. 117. 118. 119. 120. 121. 122. 123. 124. 125. 126. 127. 128. 129. 130. 131. 132. 133. 134. 135. 136. 137. 138. 139. 140. 141. 142. 143. 144. 145. 146. 147. 148. 149. 150. 151. 152. 153. 154. 155. 156. 157. 158. 159. 160. 161. 162. 163. 164. 165. 166. 167. 168. 169. 170. 171. 172. 173. 174. 175. 176. 177. 178. 179. 180. 181. 182. 183. 184. 185. 186. 187. 188. 189. 190. 191. 192. 193. 194. 195. 196. 197. 198. 199. 200. 201. 202. 203. 204. 205. 206. 207. 208. 209. 210. 211. 212. 213. 214. 215. 216. 217. 218. 219. 220. 221. 222. 223. 224. 225. 226. 227. 228. 229. 230. 231. 232. 233. 234. 235. 236. 237. 238. 239. 240. 241. 242. 243. 244. 245. 246. 247. 248. 249. 250. 251. 252. 253. 254. 255. 256. 257. 258. 259. 260. 261. 262. 263. 264. 265. 266. 267. 268. 269. 270. 271. 272. 273. 274. 275. 276. 277. 278. 279. 280. 281. 282. 283. 284. 285. 286. 287. 288. 289. 290. 291. 292. 293. 294. 295. 296. 297. 298. 299. 300. 301. 302. 303. 304. 305. 306. 307. 308. 309. 310. 311. 312. 313. 314. 315. 316. 317. 318. 319. 320. 321. 322. 323. 324. 325. 326. 327. 328. 329. 330. 331. 332. 333. 334. 335. 336. 337. 338. 339. 340. 341. 342. 343. 344. 345. 346. 347. 348. 349. 350. 351. 352. 353. 354. 355. 356. 357. 358. 359. 360. 361. 362. 363. 364. 365. 366. 367. 368. 369. 370. 371. 372. 373. 374. 375. 376. 377. 378. 379. 380. 381. 382. 383. 384. 385. 386. 387. 388. 389. 390. 391. 392. 393. 394. 395. 396. 397. 398. 399. 400. 401. 402. 403. 404. 405. 406. 407. 408. 409. 410. 411. 412. 413. 414. 415. 416. 417. 418. 419. 420. 421. 422. 423. 424. 425. 426. 427. 428. 429. 430. 431. 432. 433. 434. 435. 436. 437. 438. 439. 440. 441. 442. 443. 444. 445. 446. 447. 448. 449. 450. 451. 452. 453. 454. 455. 456. 457. 458. 459. 460. 461. 462. 463. 464. 465. 466. 467. 468. 469. 470. 471. 472. 473. 474. 475. 476. 477. 478. 479. 480. 481. 482. 483. 484. 485. 486. 487. 488. 489. 490. 491. 492. 493. 494. 495. 496. 497. 498. 499. 500. 501. 502. 503. 504. 505. 506. 507. 508. 509. 510. 511. 512. 513. 514. 515. 516. 517. 518. 519. 520. 521. 522. 523. 524. 525. 526. 527. 528. 529. 530. 531. 532. 533. 534. 535. 536. 537. 538. 539. 540. 541. 542. 543. 544. 545. 546. 547. 548. 549. 550. 551. 552. 553. 554. 555. 556. 557. 558. 559. 560. 561. 562. 563. 564. 565. 566. 567. 568. 569. 570. 571. 572. 573. 574. 575. 576. 577. 578. 579. 580. 581. 582. 583. 584. 585. 586. 587. 588. 589. 590. 591. 592. 593. 594. 595. 596. 597. 598. 599. 600. 601. 602. 603. 604. 605. 606. 607. 608. 609. 610. 611. 612. 613. 614. 615. 616. 617. 618. 619. 620. 621. 622. 623. 624. 625. 626. 627. 628. 629. 630. 631. 632. 633. 634. 635. 636. 637. 638. 639. 640. 641. 642. 643. 644. 645. 646. 647. 648. 649. 650. 651. 652. 653. 654. 655. 656. 657. 658. 659. 660. 661. 662. 663. 664. 665. 666. 667. 668. 669. 670. 671. 672. 673. 674. 675. 676. 677. 678. 679. 680. 681. 682. 683. 684. 685. 686. 687. 688. 689. 690. 691. 692. 693. 694. 695. 696. 697. 698. 699. 700. 701. 702. 703. 704. 705. 706. 707. 708. 709. 710. 711. 712. 713. 714. 715. 716. 717. 718. 719. 720. 721. 722. 723. 724. 725. 726. 727. 728. 729. 730. 731. 732. 733. 734. 735. 736. 737. 738. 739. 740. 741. 742. 743. 744. 745. 746. 747. 748. 749. 750. 751. 752. 753. 754. 755. 756. 757. 758. 759. 760. 761. 762. 763. 764. 765. 766. 767. 768. 769. 770. 771. 772. 773. 774. 775. 776. 777. 778. 779. 780. 781. 782. 783. 784. 785. 786. 787. 788. 789. 790. 791. 792. 793. 794. 795. 796. 797. 798. 799. 800. 801. 802. 803. 804. 805. 806. 807. 808. 809. 810. 811. 812. 813. 814. 815. 816. 817. 818. 819. 820. 821. 822. 823. 824. 825. 826. 827. 828. 829. 830. 831. 832. 833. 834. 835. 836. 837. 838. 839. 840

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DANIEL WEBSTER

[illegible]

IRON AND STEEL

The iron and steel industry
 is one of the most important
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SEVENTEENTH LESSON

BUSINESS LETTERS

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58.

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THE HONEST WOODMAN

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GEORGE WASHINGTON

I was born on the 22nd of February 1732
 at Westmoreland County, Virginia. My father
 was a planter and a soldier. He was killed
 at the Battle of the Clouds in 1754. I was
 educated at the College of William and Mary
 in 1762. I then spent some time in England
 and France. I returned to America in 1773.
 I was elected to the Continental Congress in 1775.
 I was elected President of the United States in 1789.
 I served two terms as President. I died on
 December 14, 1799.

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EIGHTEENTH LESSON

BUSINESS LETTERS

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THE MONKEY AS A JUDGE

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NINETEENTH LESSON

BUSINESS LETTERS

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PETROLEUM

[illegible]

TWENTIETH LESSON

BUSINESS LETTERS

64. *Dear Sir,*
I have the pleasure to
acknowledge the receipt of
your letter of the 13th inst.
in relation to the
order for the purchase of
the goods mentioned in
your letter of the 10th inst.
and I am sorry to hear
that the goods are not
yet delivered to you.
I am sorry to hear that
the goods are not yet
delivered to you.

ABRAHAM LINCOLN

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A VACATION TRIP

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GREGG REPORTING SHORTCUTS

By John Robert Gregg

When Willard B. Bottoms said that "the stenographer of to-day is the reporter of to-morrow," he said something that ought to make every stenographer of ambition think. But how about preparation? Reporting is the highest notch in the shorthand profession. It requires specialized training. Gregg Reporting Shortcuts was written by Mr. Gregg to assist stenographers writing Gregg Shorthand to get the necessary training. It keeps in view not only the beginner, but the reporter already launched in the profession who finds the necessity for greater skill.

Some Of Its Features

The Introduction contains informative articles on "Build on What You Know," "The Importance of Reporting," "Reporting an Interesting Profession," "The Reporter's Work and Remuneration," "Preparation for Reporting," "Facts About Shorthand Speed," etc. It reviews the history of the speed contests of the National Shorthand Reporters' Association and gives the individual records of every qualifying contestant and comparisons with the best British records.

"Foundations of Reporting Skill" is another chapter dealing with "How to Improve Your Knowledge of the System," "The Reporter's Working Tools," "Posture or Writing Position," "Correct Habits," "Shorthand Execution," "Size of Notes," "Reducing Waste Motion," "Turning Pages," "The Law of Rhythm," "The Law of Diminishing Returns," "Memory Strain," "The Word-Carrying Faculty," "Vocabulary—How to Acquire," "Methods of Practice," etc., etc.

The technical shorthand section deals with expedients and reporting principles. This section contains approximately 3,600 phrases used in court reporting—testimony, jury charge, etc.—all classified and arranged for ready practice. The shorthand outlines for all these are given.

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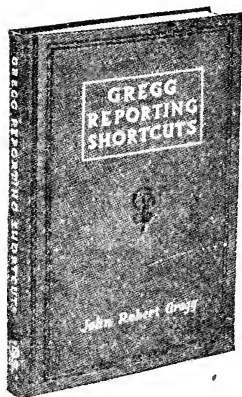
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